

Addendum 1

1- Monitors economic developments, concentrating on Government of El Salvador (GOES) actions affecting USG interests. Maintains working-level contacts with the various governmental and private sector entities. Alerts Economic Section staff of significant developments in GOES economic policy and initiates preliminary inquiries with informed sources to obtain or verify information. Undertakes research on relevant topics of interest such as finance, banking, agriculture, health, tourism, etc. Analyzes legislation and reforms that affect the investment climate. Prepares written reports and draft cables. 40%

2- Tracks relevant media to compose daily economic-related press summaries. Maintains and updates database of contacts, both in the public and private sectors, for the Economic Section. Prepares the annual 4th of July reception and holiday gratuities list of Section contacts. Maintains biographic information and contacts file for the Section. Prepares visa referrals for Section contacts. Translates documents and drafts correspondence. 40%

3- Assists in developing and organizing agendas for official visitors. Assists in organizing and coordinating Embassy-sponsored events, as appropriate. Serves as substantive back-up to Economic Specialists and performs other tasks and special projects as assigned by supervisor. 20%